AGIC Conference 2008 Planning/Action Items

Dates TBD

Task:	Assigned to:	Jan	Feb	March	April	May	June	June	July	Aug	Sept	Conf
GENERAL COORDINATION	Shea											
Organize Conference Committee (CC)	Shea	due										
Schedule Committee meetings	Shea	due										
Setup & monitor budget	Seth						Ongoin	9				
Establish fees (vendor, attendee, breaks, meals) and define sponsorship guidelines	Working Group		due									
Theme (Title, Tracks)	Working Group		due									
Conf Planner		due										
WEBSITE	Tim											
Get website up					due							
Update website data						(	Ongoin	9				
AGENDA	Jami											
Draft agenda times	Working Group	due										
AGIC Board Meeting agenda				due								
Executive Summit					due							
Make agenda session assignments									due			
Awards								due				
Finalize agenda	Working Group								due			
Evaluation meeting (Post conference)												due
MATERIALS & MAILOUTS	Shea											
Review/update mailing list			due									
Develop 1st announcement				due								
Print 1st announcement				due								
Mail 1st announcement				due								
Email 1st announcement					due							
Email student announcement					due							

Make a 1 page announcement for								
emails and user groups			due					
Develop 2nd announcement			due					
Print 2nd announcement				due				
Fold and label 2nd ann				due				
Mail 2nd announcement				due				
Marketing - Notify websites and other								
media			due					
HOTEL & EXHIBIT	Seth							
Coordinate with hotel	Seth & Shea				Ongoin	g		
Hotel re vendor coordination	Seth & Shea				Ongoin	g		
Hotel re room setup (AV)	Seth				Ongoin	<u>g</u>		
Meal Estimates	Seth			due				
Expo Company procurement	Shea		due					
Deal with Expo Company	Shea				Ongoin	g		
Exhibitor list to Expo Company	Shea				due			
Exhibitor list to Expo Company for signs	Shea						due	
Get list of who vendors are sending	Shea						due	
Get people count to hotel	Shea						due	
VENDOR PARTICIPATION	Shea							
Brainstorm Vendors		due						
Create/update mailing list		due						
Develop vendor packet and put on								
website			due					
Create Vendor Postcard			due					
Mail vendor announcement			due					
Vendor coordination					Ongoin			
Food Sponsorship					Ongoin			
Mapping of Vendor Locations				1	Ongoin	g		
Signage for the social, luncheon and							dese	
breaks							due	
Raffle Donations								due
REGISTRATION	Tim							
Set up registration database			due					
Accept registrations					Ongoin	7		
71000pt Toglotiations					o ngom	9		

Registration materials				due						
Assign registration time slots	Group							due		
Verify Registrations are Paid								due		
Conference registration coordination	Paulett									due
SPEAKER COORDINATION	Jami									
Get speakers and topics							due			
Arrange general AV equipment							due			
Notify students in research track if they have been accepted or not							due			
Collect speaker abstracts/bios							due			
ID speaker AV needs							due			
Arrange special speaker AV equipment							due			
Assign rooms (and followup with Seth)							due			
Need workshops online so we can let people to register							due			
Assign moderators								due		
Assign room monitors/AV people from committee or those we know								due		
Create/Print Room Signs								due		
Create/Print Certificates								due		
Speaker followup					-	Ongoin	9			
Keynote speaker	WG			due						
Gifts for speakers						due				
Computer Lab	Steve								due	
POSTER GALLERY	Santiago									
Announce Call for Posters			due							
Identify Criteria for contest					due					
Determine awards/prizes					due					
Follow up with entrants						Ongoin	9			
Purchase awards						due				
Coordinate poster display racks								due		

Social Events	Vivian									
Wed Night Event			due							
1 Lunch Event					due					
Raffle					due					
Other						due				
ATTENDEE PACKET	Santiago									
Gifts for attendees						due				
Design Program Cover Page					due					
Welcome letter							due			
At-a-Glance schedules							due			
Hotel map							due			
Raffle Card							due			
Survey form							due			
Abstracts/summaries							due			
Presenter bios							due			
Other notices							due			
Print (& bind) program							due			
Assemble program								due		
Stuff folders and bags	WG								due	
Print name badges								due		
Order name tags (clips not pens)							due			
Order ribbons for name badges							due			
Put together name badges									due	
GENERAL	Shea									
Transport materials to hotel										due
Set up for conference at hotel	WG									due
Tear down at hotel	WG									due
Banner						due				
Job Board						due				
Scholarship Announcement				due						

Notes
WG
done
done
Jami, Kelly, Adam
Will plan on 1/2 day Friday but group will have available for more speakers or other
Will have AGIC meeting??
Have one at conference??
Thave one at connection.
Shea, Kelly, Karen
Combine AGIC with SWUG (AZ) and ITCA
Keep as three lists (State, ITCA, Other)
Get rid of redundancy between three lists
Shea sent to AGIC List serv. Steve to south, Kevin
to north, Colleen to others
Shea, sent to student groups right after main announcement was sent and mailed to Mark, Craig,
Karen, Remy and Jim.
Traini, Irony and onn

Karen
Karen
Seth, Shea, Glen, Steve (tech questions)
They need the list 6 weeks before event
Due 10 days before conference
Due 2 weeks before
Due 3 business days before conf
Shea, Colleen, Bill, Mary, Adam
Karen
Karen

Review unpaid people and follow up 2 weeks prior to event
Paulett, do we need to set up people to be at the registration booth?
Jami, Kelly, Steve, Vivian, Tracy, Karen, Adam
easels
Do by June 8th
1/2 day sessions, take care of all room needs
Jami and/or Karen
Jami and/or Karen
Steve and Jami work together to get software and
licensing issues solved
Continue Vertic
Santiago, Kevin

Vivian, Steve, Tracy
Shea, Kevin
Karen
Taron
Karen
Steve (and others)
ALL
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